

## Memo

**Date:** September 19, 2006  
**To:** Record  
**From:** M. Zarcone (Physics Department ES&H Coordinator)  
R. Sabatini (CMP/MS Department ES&H Coordinator)  
**Subject:** Memorandum of Understanding – Tier I Inspections Responsibilities between  
the Physics Department and the combined Condensed Matter Physics and  
Material Sciences (CMP/MS) Department

**Effective Dates of this MOU:** October 1, 2006 – September 30, 2007

This memo establishes the agreement between the Physics Department and the CMP/MS Department of the Basic Energy Sciences Directorate as to the responsibilities for Tier I Inspections (in compliance with the SBMS Subject Areas) in those areas used by CMP/MS personnel and/or equipment housed in the Physics Department. The intent is to ensure that all areas are inspected regularly, and that the responsibility of Tier I review for these areas is clearly understood by both organizations.

For the purpose of this MOU, CMP/MS personnel shall include BNL employees, guests, visitors, contractors, or others that gain entrance to BNL through the CMP/MS Department or are organizationally included in the CMP/MS Department in the BTMS or Human Resources database.

**Tier I Inspection responsibility for CMP/MS Department personnel in offices and laboratories in Buildings 510 is defined as follows:**

The Physics Department will conduct the inspections, track any violations and issue corrective actions through the Physics Family ATS.

### Areas covered

Currently, the areas considered consist of space used by the CMP/MS Department in Building 510. This consists of offices, laboratories, and storage spaces.

### Tier I Scheduling and Teams

The Physics Department is responsible for establishing the schedule for inspections and notifying those who are required to attend. The CMP/MS ES&H Coordinator or designee will be required to attend. In addition, the CMP/MS Department Chair, Deputy Chair, and Special Assistant to the BES Associate Laboratory Director (ALD) will be notified that inspections will take place.

### Notifications

The Physics Department shall notify the CMP/MS Chair, Deputy Chair, ES&H Coordinator, Special Assistant to the BES Chair, and the BES Environmental Compliance Representative,

of any inspections that will take place in areas occupied by CMP/MS personnel or in its space.

### **Copies of Reports**

The Physics Department shall copy the CMP/MS Chair, Deputy Chair, and the ES&H Coordinator on any violations taking place in the areas covered. The Special Assistant to the BES ALD shall also receive a copy of the report.

### **Corrective Action Responsibilities**

The Physics Department issues the Corrective Actions to the Group Safety Coordinator (GSC) who has the responsibility for correcting the action. The Group Leader, CMP/MS Department Chair and Deputy Chair will be advised of the violations and have the responsibility to provide the GSC with the means to correct the actions. The CMP/MS Department Chair has ultimate responsibility to see that all corrective actions are completed by the established due dates.

Approved: S. Dawson  
(S. Dawson, Physics-Department Chair)

Date: 6/19/06

Approved: J. Misewich  
(J. Misewich, CMP/MS Department Chair)

Date: 10/2/06

### **Distribution:**

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